**Resolution to create One (1) Full Time Deputy County Clerk/Program assistant position For the Sauk County Clerk’s office and amending the 2016 budget for use of contingency funds**

**WHEREAS**, historically the County Clerk’s Office was staffed with four (4) people, the County Clerk and three (3) full time staff members; and,

**WHEREAS**, several years ago there was an attempt to reduce the size of the office by eliminating one (1) full time equivalent position reducing the staff to three (3) people, the County Clerk and two (2) full time staff members; and,

**WHEREAS**, the duties of the office have changed substantially over the past twelve months, including the expansion of service due to the enactment of Senate Bill 295 that went into effect March 2016 requiring the County Clerk’s Office to track all absentee applications and ballot status changes for each voter within a twenty-four hour timeframe for each of the 23 “relier” municipalities. The one Deputy County Clerk position is fully funded by these 23 municipalities to provide “WisVote” functions. Additionally, the County Clerk’s Office has recently began as a passport acceptance facility serving the needs of the Baraboo and surrounding area residents, which generates $25.00 per application as revenue to the office; and,

**WHEREAS,** the County Clerk having almost one full year of service as Clerk has been able to evaluate the needs and structure of the department; and

**WHEREAS,** an additional staff member would allow for the County Clerk’s Office to comply with all WisVote and election duties without forcing this burden upon Municipal Clerks while maintaining all other responsibilities of the office efficiently; and,

**WHEREAS,** this new position would provide the County Clerk’s Office staff the ability to function with the public in a more professional and attentive manner; and,

**WHEREAS,** the 2016 budget be amended to transfer $ 26,545.00 from the 2016 contingency fund for wages and benefits and related startup costs such as computer and licensing fees.

**NOW, THEREFORE, BE IT RESOLVED,** by the Sauk County Board of Supervisors, met in regular session, that one (1) new full time equivalent Deputy County Clerk/Program Assistant position for the Sauk County Clerks Office be created effective July 1, 2016.

For consideration by the Sauk County Board of Supervisors on June 21, 2016

Respectfully submitted,

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sauk County**  **Executive & legislative committee**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  martin Krueger - Chair  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  joan Fordham  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  wally czuprynkO  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  william hambrecht  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DENNIS POLIVKA | **Sauk County**  **Personnel Committee**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tim Meister - Chair  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  HENRY NETZINGER  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  David Moore  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Jean Berlin  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TOMMY LEE BYCHINSKI | | | **Sauk County**  **Finance Committee**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tommy Lee Bychinski - Chair  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  MARTIN KRUEGER  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  KRISTIN WHITE EAGLE  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  JOE FISH  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ERIC PETERSON | |
|  | | **2016 Half of Year** | **2017**  **(Assumes same rates)** | |
| Ongoing Expenses: | |  |  | |
| Wages | | $14,142 | $28,283 | |
| Benefits | | $9,403 | $18,806 | |
| Computer | | $500 | $500 | |
| Total Ongoing Expenses: | | $24,045.00 | $47,589.00 | |
|  | |  |  | |
| Nonrecurring Startup Expenses: | |  |  | |
| Computer | | $2,500.00 |  | |
| Workstation | | $0 |  | |
| Total Nonrecurring Startup Expenses: | | $2,500.00 |  | |
|  | |  |  | |
| **Grand Total** | | **$26,545.00** | **$47,589.00** | |
|  | |  |  | |

Fiscal Note: The 2016 contingency fund contains $350,000. Wages, benefits and other ongoing costs will be included in the 2017 budget request, funded by property tax levy.

MIS Note: This position will require $2,500.00 for the initial computer set up and licensing requirements.